NIO 03-75

Approved For Release 200 CIA-RDP78-00487A000100110001-0

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## RECORDS MANAGEMENT PROGRAM

## RECORDS CONTROL SCHEDULE FOR THE

NATIONAL INTELLIGENCE OFFICE



FORM NO. 738

Approved For Pologo 2005 M/ 1967	[CIA DDD79 004974000400440004 0
Approved for Release 2049/11/62/19	CIA-RDP78-00487A000100110001-0

## RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule No. 03-75 for the National Intelligence Office is approved and implementation of the disposition instructions contained therein is authorized. This is a new schedule for the National Intelligence Office which was newly established 1 October 1973.

rrepared and Reviewed:		Concurrence: (Signed sche	dule sheet	)	
NIO/RMO	20 March 1975	George A. Ca	rver, Jr. I	D/DCI/NIO 2	0 March 197
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Records Administrative	Office 20 March	1975			
		Approved	d:		
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		CIA Reco		ment Office	r
		CIA Reco	ords Manage		$\mathbf{e}\mathbf{r}$

SECRET

	BBANCH	· App		e 2005/1/2/1 : ĈIA-R				-03-74- 03-75
DATE NATIONAL INTELLIGENCE OFFICE/DCI			DATE	s) of old	SCHEDULE(S)	DATE OF CONCURRENCE		
TYPE CONCURRENCE					CONCI	JRRENCE		20 Mar 1975
George A. Ca	rver.	Jr.		D/DCI/NIO	1			
OLD SCHEDULE	NEW		1	ICATION		VOLUME		
AND ITEM NO(S).	NO.	(TITLE,	DESCRIPTION, ARRANGE	MENT, AND INCLUSIVE DA	TES)	(CU. FT.)	DISPOSIT	ION INSTRUCTIONS
N.A.	1	OFFICE S	SUBJECT FILE			36.0		
		cables, and other and production a estimate preparate to matter to D/DCI according	memoranda, referr papers reflectedures for the and production of the ses. These papers of current of the ses. I/NIO and the sengty to Agency Sengty Sength Sengty to Agency Sength Senth Sength Sength Sength Sength Sength Sength Sength Sength Sength	rs collected in the gence estimates report continued interests. Filed Subject Filing Systember 1973 to data	ns sions al- he elate rest stem. te)			
		a.	Substantive ar	nd Policy Material	1.		Retain in office	ruction not authorized. e area as long as esfer to Records Center
		b.	Transitory and	l Administrative.			Cut off at end of Hold in office a transfer to Reco	roy after 2 years. f calendar year. rea for 1 year then rds Center. Hold in or 1 year then destroy
		c.	originated by members of the subject matter for reference	of correspondence the D/DCI/NIO and NIO Staff on var s. File maintain purposes for the Staff. Filed	ious	3.0	Cut off at the e year and transfe	roy after 5 years. nd of each calendar r to NIO/Registry. transfer to Records

AND ITEM NO(S).	NEW ITEM NO.	Approved For Release 2005/11/21 รณิเละกิDP78-0	04874000	1100110001-0 DISPOSITION INSTRUCTIONS
	3	WORK FILES  Consists of working copies and reference material accumulated in the general administration of daily activities.  (November 1973 to date)  NATIONAL INTELLIGENCE ESTIMATE FILES	18,0	Temporary. Destroy when no longer needed for current work purposes.
		a. Development File.  This is the record set of background material accumulated during the development of an intelligence estimate. Contains consumer's request (if any), terms of reference, copies of all draft versions, copy of final published version, copies of all contributions and other documents pertaining to the development and preparation of a finished NIE, SNIE, NIAM, Interagency Memo, Report or Study. Filed numerically and chronologically by Estimate number and year.  (1972 to date)	33.5	Permanent. Disposal not authorized. Transfer to Agency Archives 1 year after completion of Estimate.
		b. Published Copy.  This is an extra copy of all published National Intelligence Estimates, Special Estimates, Special National Intelligence Estimates, National Intelligence Analytical Memoranda, Interagency Memoranda, Interagency Reports and Interagency Studies, maintained for reference purposes for the D/DCI/NIO and the Staff. Filed numerically and chronologically by Estimate number and year.  (1950 to date)	29.0	Temporary. Retain in current files area indefinitely. Destroy when no longer needed in current files area.

CONTINUATION SHEET

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	Approved For Release 2005/11/21 stokeRDP78-0	0487ጆ600	100110001-0 DISPOSITION INSTRUCTIONS
		c. Development File (Temporary) Consists of extra copies of all material collected during the development of an Estimate as mentioned above. Maintained for reference purposes until official record set is received. Filed numerically by Estimate number. (Current)	4.5	Temporary. Destroy upon receipt of official record set.
	4	CABLE FILE  Extra copies of Agency cables that are maintained as reference copies for the D/NIO and the Staff. Filed by Incoming and Director numbers on the cable.  (Current)	.1	Temporary. Destroy when no longer needed for reference purposes.
	5	Copies of Agency publications, other Government Agencies publications, commercial magazines and catalogues, and newspapers collected and maintained for reference. Included are Agency Regulations and Handbooks, trade journals etc. Filed categorically by source.	21.0	Temporary. Screen periodically.  Return controlled copies or sets of sopies of Agency Regulations and Handbooks to Regulations Control Staff when no longer needed. Destroyother items that are superseded or no longer needed for reference purposes.  (non-record)
	6	These are bound books, technical manuals, political handbooks on various countries and journals on foreign affairs and other publications used for reference purposes.	20.0	Temporary. Return to CIA Library when no longer needed for reference purposes.

ND ITEM NO(S).	NEW ITEM NO.	Approved For Release 2005/11/21 : 오늘수 문화 2005/11/20 100110001-0 DISPOSITION INSTRUCTIONS
	7	COMMUNICATIONS CONTROL RECORDS  They reflect the receipt, internal routing and disposition of communications handled by the Office.
		a. Signed Document Receipts returned by recipients for complete material.  (Current)  Temporary. Destroy after 2 years. Cut off at end of each calendar year, hold for 2 years then destroy
		b. Courier Receipts.  Office copy of courier receipts.  1 Temporary. Destroy after 3 months.  (non-record)
		c. Cross Index Abstract File (3x5) of Secret, Top Secret and Codeword material used to record communications received and dispatched as well as to indicate accountability for Top Secret and Codeword documents. File maintained by source and classification control number. These items are not receipts, only an administrative control.  (November 1973 to date)  Temporary. Destroy I years after documents have been transferred, destroyed or downgraded.
		d. NIE, SNIE and NIAM Number Log.  This log records the number assigned to an Estimate, the subject title and date of publication. Used to maintain control on NIE numbers.  (1950 to date)  Temporary. Retain in current files area indefinitely. Chief, Agency Archives requested these be sent to him for use as a locater aid for logged items held in the Archives.
		e. Top Secret and Codeword Number Log.  Maintained to control block of numbers assigned to NIO for each classification category. Used in assigning numbers to documents originating within NIO.  Temporary. Destroy 10 years after documents have been transferred, destroyed or downgraded.

EDITIONS

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	Approved For Release 2005/11/21: @ARDP78-004	874000110001-00 ISPOSITION INSTRUCTIONS
	8	REGULATORY ISSUANCES	
		a. NIO Issuances - record copy	Permanent. Disposal not authorized. Forward record copy to the Agency Archives upon issuance.
		b. NIO Issuances - extra copies	Temporary. Retain in current files area until no longer needed, then destroy.
		c. Agency Issuances	Temporary. Retain in current files area until superseded, obsolete or no longer needed. Return controlled copies to Regulations Control Staff and destroy other superseded or obsolete copies according to accompanying instructions.

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